

Frequently Asked Questions (FAQs)

2017 Excluded Employee Leave Buy-Back Program Enhancement – Transfer of Leave Accruals to Savings Plus



Why did a net payment issue for this Enhanced Leave Buy-Back?

The payroll system modification to process the Leave Buy-Back with transfer to Savings Plus did not perform as expected. This resulted in SCO having to do manual processing which will result in a minimal net payment.



Why are taxes deducted from the leave buy back payment?

In order to convert the leave hours to a Savings Plus Account a payment must issue, which will result in taxes being withheld. The manual process requires estimating the Savings Plus deduction with consideration made for the applicable taxes, i.e., Social Security/Medicare taxes and are calculated based on the taxable gross. The taxable gross for payments with deduction codes 029-401 and 029-457 is the gross minus the estimated Savings Plus deduction amount. This information was included in Payroll Letter 17-007 and Payroll Letter 17-012.



Will I see a transaction on my employee's Payment History?

Yes, due to rounding, you will see a payment issued with a minimal net amount. The majority of the cash out value will be transferred to the employee's Savings Plus Account.



What Fiscal Year will these funds be allocated from?

Funds will be allocated from the 2016/2017 Fiscal Year.



What Pay Period will these funds be allocated from?

Funds will be allocated from the June 2017 pay period.



We have an employee who is retiring after July 1, 2017 and is participating in the 2017 Enhanced Leave Buy-Back. Upon his retirement, he is deferring his lump sum also. If this employee has already retired, will the cash out be retro to June?

Yes.



If my Department makes a decision not to participate in the Excluded Employee Leave Buy-Back Program Enhancement Cash-Out, would the employee have an option to still defer that amount that they had planned to cash out into their lump sum retirement?

Yes, upon Retirement, the transfer of Leave Accruals to Savings Plus is still an option.



What if an employee's salary increases or decreases retroactively?

If an employee's salary increases or decreases retroactively, the Personnel Specialist should complete a Payroll Adjustment Request (STD. 674) to document the adjustment request.



Will I see a transaction on my employee's Employment History?

No.



Will I see a transaction on my employee's Payment History?

Yes, you will see a payment issued with a minimal net amount. The majority of the cash out value will be transferred to the employee's Savings Plus Account.



When will the employee's CLAS Leave Accruals be reduced, based on this request?

For those Departments on CLAS, each Personnel Specialist is responsible for posting the transfer of Leave Accruals, thereby reducing the Leave Balances.

For those Departments NOT on CLAS, please refer to your Human Resources Office Manager for details.



When will my Departmental request be processed?

Requests will be processed on a flow basis, as we receive them.



When can the employee see the funds posted to their Savings Plus Account?

Funds will be posted to the employee's Savings Plus Account during the first week of August 2017.

If you have any additional questions, or need further information, please contact the Statewide Customer Contact Center at (916) 372-7200.

Other Resources- Related Links:

California Department of Human Resources, Excluded Employee Leave Buy-Back Program, FAQs:

<http://www.calhr.ca.gov/Pages/faqs.aspx?FAQCategory=Leave%20Buy-Back>